



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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General Position Information:

Job Title: Director/ IC Facilities & Logistics

Position Number: 15926

Position Grade: SNIS Executive Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 05/11/2021-06/08/2021

Position Type: Cadre, Detailee

Who May Apply: Internal Candidates, Detailees

Division: DNI/PC/APF

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for a SNIS Executive Tier 1 cadre position in the ODNI.

- An internal candidate to fill a SNIS Executive Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Senior Service (SNIS, SES, SIS, DISES, DISL) employees. GS employees may not apply.

Who May Apply:

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI cadre.



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- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Director of National Intelligence (ODNI) Deputy Director of National Intelligence for Policy and Capabilities (DDNI/P&C) has the responsibility for advising the Director of National Intelligence (DNI) and administering the DNI's vision and direction to advance the integration of mission priorities and requirements across the IC to develop and implement strategy, policies, and capabilities to meet future challenges and opportunities in support of our Nation's security. The Assistant Director of National Intelligence for Acquisition, Procurement, and Facilities and Logistics provides valued-added oversight to IC acquisitions and fulfills national security needs through flexible, risk-managed processes that deliver innovative capabilities, data, and enterprise. The Director, Intelligence Community Facilities and Logistics (Dir/IC F&L) leads and facilitates the IC's facilities and logistics integration, coordination, collaboration, and synchronization to strengthen mission readiness.

Major Duties and Responsibilities (MDRs)

Director / IC Facilities & Logistics:

The Dir/IC F&L provides expert leadership in the management of IC facilities, logistics, energy, environmental, safety & health, and IC audit readiness; influences and integrates existing IC capabilities and capacities; forecasts mission needs and IC requirements; offers alternatives and expert advice. This includes oversight of IC F&L planning and execution, capital building projects, major renovations and repairs, and property management and accountability for all IC facilities (including warehouses, laboratories, and other sensitive facilities and/or installations), as well as logistical activities, funded in whole or in part by the National Intelligence Program or under the cognizant authority of the DNI pursuant to applicable legislation, federal policies, and other regulations.

- Provides oversight and guidance on efforts to transition's leased facilities to owned government property. Maintains oversight on the IC elements' development of proposals, plans and integrated schedules to establish the most cost-effective solutions to providing common services to IC elements and other tenants occupying IC owned or leased facilities. Facilitates the establishment of the appropriate program management offices to oversee each compound and works closely with the IC CFO to effectively oversee associated resources based upon the total cost of ownership.



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- Lead the development and maintenance of the IC facilities Master Action Plan, provides guidance in coordinating and conducting feasibility studies and surveys to meet emerging missions and strategic facilities requirements. Ensure full integration into the overall IC facilities master plan and in coordination with the IC CFO provides advice on the program of resources needed to meet capital improvement requirements for IC owned and/or leased facilities.
- Lead and directs the IC's Total Asset Management (TAM), audit processes and IC's Logistics Management programs. Develop the integrated work plan to close audit shortcomings.
- Lead a diverse team in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure timelines, costs, deliverables, and outcomes are achieved according to approved plans; and evaluate performance, goal-setting, and provide feedback and guidance regarding personal and professional development opportunities.
- Establish, guide, and oversee IC working groups, committees, boards as needed, to support accomplishment of IC strategic goals.
- Represent the DDNI/P&C and the ADNI/AP&F on related fora and conduct ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, Department of Defense, U.S. Government, and oversight organizations (e.g. Congress and OMB), as needed, to meet mission objectives.
- Perform personnel management responsibilities with a focus on building a high performance diverse workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood assess performance and provide timely feedback, recognition, and remediation.
- Provide leadership, guidance, and oversight of staff in order to elicit, analyze, and define customer/stakeholder requirements, support development of investment plans, and ensure development of business cases spanning multiple Intelligence Community organizations in order to meet stakeholder requirements.
- Provides oversight of cadre of Contracting Officer Technical Representatives (COTRs) to direct resources and to meet requirements, as required.

Mandatory and Educational Requirements:

- Extensive knowledge and experience managing facilities programs, projects, and operations, to include space planning and concepts, operations and maintenance programs, recapitalization programs, construction, and acquisitions (i.e. purchasing and leasing facilities).
- Comprehensive knowledge of project management concepts, facility and operational planning, and procedures to include project cost and resource utilization estimation.
- Demonstrated budget, project planning, and execution expertise, including Federal business practices and procedures to formulate and execute budgetary and fiscal responsibilities.



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Desired Requirements:

- Degree in Engineering, Supply Chain, Logistics, Facility Management, Program Management or related field achieved through an accredited program.
- Extensive leadership experience in total asset management, acquisition/procurement, logistic and supply chain/distribution management, and facility program management.
- Prior experience in contract management and base operations.

Key Requirements and How To Apply:

Internal ODNI Cadre Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either dni_coo_hrm_semo_wma@cia.ic.gov gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website. Applicants from federal agencies outside the IC must provide:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.



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d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call 703-275-3300.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**



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